

MANUFACTURED HOME BUILDING PERMIT CHECKLIST

Items to be completed in the following order:

1. Owner, developer or contractor prepare site plan (See Residential Site Plan Requirements)
2. Log-in site plan at the Plans Review Counter. Submit site plan and manufactured home checklist.
3. Accept payment for manufactured home lot inspection fee (\$50.00). Get contact phone number on manufactured home check list
4. Verify lot size and setback information on site plan
5. Place following notes on site plan:
 - a. Minimum 6" Masonry Skirt
 - b. Roof over front porch must match house roof pitch
 - c. See checklist for additional requirements and for roof pitch requirement
6. Give site plan and manufactured home checklist to appropriate field inspector
7. Field inspector returns checklist and site plan to Plans Review with approval or reason for denial
8. Inform owner, developer or contractor as to status of permit.
9. Items to copy and distribute to permit purchaser:
 - a. Manufactured Home Ordinances, and
 - b. Approved manufactured home field checklist
10. Note on permit that the purchaser received the following:
 - a. Manufactured Home Ordinances, and
 - b. Approved manufactured home field checklist